



VACANCY ANNOUNCEMENT HRM-750-FR-19

Issue Number: 01

Date: 03/10/2005



ANNOUNCEMENT NUMBER: 97

OPEN TO: All Interested Candidates.

POSITION: Cultural Affairs Assistant, LES-9⁽¹⁾; FP-5⁽²⁾

OPENING DATE: September 17, 2012

CLOSING DATE: October 1, 2012

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is L.E. 84,805.

(2) Actual FP grade and salary will be determined by the U.S. Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The U.S. Embassy in Cairo is seeking an individual for the position of Cultural Affairs Assistant in the Public Affairs Office.

BASIC FUNCTION OF POSITION

This employee initiates, plans and implements public diplomacy and campaigns, including – but not limited to performing arts events, traveling speakers programs and digital video conferences. In addition, this

	<p style="text-align: center;">VACANCY ANNOUNCEMENT HRM-750-FR-19</p>	<p>Issue Number: 01</p> <p>Date: 03/10/2005</p>
---	---	--

employee assists in monitoring and evaluating grants administered by the Public Affairs Section. This employee conducts outreach work to identify young Egyptians active in non-governmental organizations (NGO), civil society, academic, and arts communities. This employee works under the direct supervision of the Assistant Cultural Affairs Officer for Programs.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in, Arts, Commerce, Law, Business, Finance, Management, Science, Social Science, Social Policy, International Relations, Humanities, Development Studies or Liberal Arts is required.
2. Three years work experience paid or volunteer i.e. unpaid (can be concurrent) that includes elements of both of two areas. The two areas are: 1) managing grants, events, public relations or programs for a civil society organization, private company, or governmental organization; and 2) experience in at least one element of planning, booking, staging or publicizing cultural performances (e.g. music, theater, film, photography, visual arts, sports) in Egypt.
3. Level IV (fluent) in both written and spoken English and Arabic are required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

	<p style="text-align: center;">VACANCY ANNOUNCEMENT HRM-750-FR-19</p>	<p>Issue Number: 01</p> <p>Date: 03/10/2005</p>
---	---	--

2. Current employees serving a probationary period are not eligible to apply for advertised positions.
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)
2. Candidates must provide in the application or (DS-174) names of family members working in the Mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.
4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Neveen Elias or Lamiaa Hafez
U.S. Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email:cairojobs@state.gov

	<p style="text-align: center;">VACANCY ANNOUNCEMENT HRM-750-FR-19</p>	<p>Issue Number: 01</p> <p>Date: 03/10/2005</p>
---	---	--

"Mission policy prohibits pre-selection of applicants."

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
- and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host

	<p style="text-align: center;">VACANCY ANNOUNCEMENT HRM-750-FR-19</p>	<p>Issue Number: 01</p> <p>Date: 03/10/2005</p>
---	---	--

country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 1, 2012

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.